

Public Affairs

SECURITY AND POLICY REVIEW PROCEDURES

This instruction prescribes the policy and procedures necessary to clear United States Transportation Command (USTRANSCOM) related speeches and other information proposed for public release. It references/implements Department of Defense (DoD) Directive 5230.9, "Clearance of DoD Information for Public Release;" DoD 5400.7, "DoD Freedom of Information Act Program;" DoD 5500.7, "Standards of Conduct;" DoD 5200.1-R, "Information Security Program Regulation;" and Executive Order 12356, "National Security Information."

**1. Clearance Requirements.** Information proposed for publication or public release that concerns or affects the plans, policies, programs, or operations of USTRANSCOM, DoD, or the U.S. Government, and that is prepared by USTRANSCOM personnel either in an official or private capacity, shall be submitted to USTRANSCOM/Public Affairs (TCPA) for review and clearance prior to disclosure if the information:

**1.1.** Originates or is proposed for publication or release at the seat of government; or

**1.2.** Meets any of the following criteria (if in doubt, submit):

**1.2.1.** Is or has the potential to become an item of national or international interest or has foreign policy or foreign relations implications.

**1.2.2.** Concerns high level military or DoD policy; or U.S. Government policy.

**1.2.3.** Concerns subjects of potential controversy among DoD components or with other federal agencies.

**1.2.4.** Concerns the following subject areas:

**1.2.4.1.** New weapons or weapons systems or significant modifications or improvements to existing weapons or systems, equipment, or techniques.

**1.2.4.2.** Military operations, operations security, potential operations, and significant exercises.

**1.2.4.3.** National command authorities and command posts.

**1.2.4.4.** Military applications in space; nuclear weapons, including nuclear weapons effects research; chemical warfare, defensive biological and toxin research; and high-energy lasers and particle beam technology.

**1.2.4.5.** Material, including that submitted by defense contractors, involving critical military technology.

**1.2.4.6.** Communications security, signals intelligence, and computer security.

**1.2.4.7.** Others as TCPA may designate.

**1.3.** A speech, article, or paper being submitted for review shall be initialed by the speaker or author to indicate approval of the text.

**1.4.** Speeches shall be forwarded through channels to reach TCPA not less than five working days before the date that clearance is desired. Other material shall be submitted to allow a review time over five days commensurate with the volume of the documents and complexity of the subject matter.

**1.5.** The full and final text of material requiring review, including any supplemental audiovisual material, shall be submitted.

**1.6.** Notes, abstracts, or outlines shall not be cleared as substitutes for a complete text. Abstracts to be published in advance require clearance, although clearance of an abstract may not obviate a commitment to submit the full text before its clearance. If an abstract is cleared in advance, that fact, together with the TCPA case number, shall be noted on the transmittal when the full text of the article or paper is submitted.

**1.7. Material for review shall be submitted together with a cover letter which provides the following information:**

**1.7.1. Document Description.**

**1.7.1.1. Type** - the nature of material submitted; e.g., speech, article, manuscript, study/thesis, brochure, news release, advertisement, radio/television script, etc.

**1.7.1.2. Title** - the exact caption, headline, name or label of the material submitted.

**1.7.1.3. Page count** - the number of pages of the document submitted.

**1.7.1.4. Subject area** - the major topic or theme.

**1.7.2. Author/speaker.**

**1.7.2.1. Name, rank, and title.**

**1.7.2.2. Office and agency.**

**1.7.3. Presentation/publication data** - the forum of open presentation or publication. Include the occasion, place, and date, if applicable.

**1.7.4. Point of Contact.** Name and telephone number.

**1.7.5. Prior Coordination.** Office and agency.

**1.7.6. Remarks.** Any additional pertinent information. Indicate circumstances justifying any request to expedite clearance.

**2. Security and Policy Review.** Material submitted in compliance with this requirement shall be cleared for public release only after it has been reviewed and necessary amendments made to ensure that it does not compromise classified national security information, and that it is consistent with established USTRANSCOM, DoD, and other U.S. Government policies and programs. See DoD 5200.1-R, Information Security Program Regulation, paragraph 2-202, for information that will be considered classified.

**2.1. Security Review.** Material submitted for review shall not contain information known by the office of origin to be classified. Review by TCPA to ensure that the material does not contain information classified under the provisions of Executive Order 12356 or which may otherwise be exempt by law.

**2.2. Policy Review.** As a safeguard against potentially adverse impact upon the conduct of Government, material submitted is cleared for public release only after it is determined that it is consistent with established DoD and national policy and programs. Material will be reviewed for policy commensurate with the author's rank and level of responsibility.

**2.3.** Material shall not be denied clearance because its public disclosure may reveal administrative error or inefficiency.

**2.4.** TCPA has no responsibility for correcting errors of fact in material submitted for review. However, obvious errors identified during review may be noted either for the attention of the submitter or corrected.

**2.5.** All USTRANSCOM directorates/direct reporting elements shall cooperate with TCPA by providing prompt guidance and assistance when their recommendations are requested in the review of material proposed for clearance.

**3. Effect of Review Action and Appeals.** Material reviewed shall be returned to the submitter with an indication of "as amended" or "recommended" changes. Amendments are binding upon the speaker or author, except that the action may be appealed through TCPA to higher authority.

**4. Writing for Publication.** USTRANSCOM military and civilian personnel may write and sign articles for publication under the following circumstances:

**4.1.** If such action (1) does not delay the public's receipt of prompt and complete information on Government activities through the usual public information media; (2) is not contrary to law; (3) is consistent with proper ethical standards and is otherwise compatible with the responsibilities of USTRANSCOM personnel as outlined in DoD Directive 5500.7.

**4.2.** If they write for publication not in connection with their official duties, USTRANSCOM personnel shall ensure that the subject matter is not in conflict with DoD Directive 5500.7, that the writing is not done during normal working hours, or with the use of USTRANSCOM facilities, property or personnel. In addition, such writers shall not use information from official sources that is not available to outside writers.

**4.3.** In the interest of academic freedom and the advancement of national defense-related concepts in the DoD school environment, USTRANSCOM personnel shall be given the widest latitude to express

their views, normally restricted only by security considerations. USTRANSCOM student personnel who prepare manuscripts for publication in a private and unofficial capacity shall submit the material through appropriate channels for security clearance prior to release to any publisher. Submitters shall ensure that appropriate disclaimers accompany all publications they authorize in a private capacity. An appropriate disclaimer is as follows:

"The views expressed in this article are those of the author and do not reflect the official policy or position of the United States Transportation Command, the Department of Defense, or the United States Government."

**4.4.** USTRANSCOM personnel shall make no commitments to furnish manuscripts other than to DoD publications until the manuscripts have been cleared or TCPA approval for commitment has been granted.

OFFICIAL

KENNETH R. WYKLE  
Lieutenant General, U.S. Army  
Deputy Commander in Chief

MARY E. KISTER  
Chief of Information Management

Distribution: X (TCIG, TCIM, TCJA, TCRC, TCVP, GTNPMO - 1 each; JTCC, TCSG, TCJ8 - 2 each; TCJ5 - 4; TCDC-JS, TCJ1, TCJ2, TCJ6, TCPA - 5 each; TCJ3/J4 - 11)